FOR PSYCHOLOGY 320 and 320L

Important Memo!

Date: Fri 8 Sep 16:40:43 PDT 2006
From: "Paul Skolnick" <paul.skolnick@csun.edu> Add To Address Book | This is Spam
Subject: Department Policy for lecture courses with labs
To: "Psyfull" <psyfull-l@csun.edu>, "Psypt" <psypt-l@csun.edu>

Hello:

We have had some problems with students enrolling in lectures and labs with different instructors through SOLAR. Below is a brief history of the issue, departmental policy, and a 'fix' – instructions for handling the situation:

About three years ago, the student registration process changed from registering via phone through touch tone registration to registering online through SOLAR. Before when students registered through touch-tone registration, the departments had the ability to link lectures and labs together. Students had to take the lecture and lab with the same professor. However, with SOLAR, the departments lost the ability to link lectures and labs together. The Psychology Department decided that the students needed to continue taking lectures and labs with the same instructor. The philosophy behind this idea was that even though similar course content is covered, it is not covered in the same matter or at the same pace in different instructors’ lecture and lab classes. Both the instructor and the student would be at a disadvantage if the student was not registered in the lecture and lab with the same instructor. Students are instructed both through the schedule of classes and again when they register online that they must take lectures and labs with the same instructor. If a student is enrolled in a lecture and not the lab, then the instructor will give the student a permission number to enroll in the lab. After getting a permission number from the correct instructor for the correct lab section, the student should use the "swap" option on SOLAR. This is the only way to correctly add the new lab. If a student is enrolled in a lab and not the lecture, the student will be asked by the instructor to drop the lab and try to register in another section. If students do not drop the lab section then the instructor will give them a grade of “WU”. If a student needs to repeat either just the lecture or the lab to improve their grade, they must make special arrangements with the instructor. This cannot be done until the fourth week of class when they use the admissions and records’ add/drop form and they will also need to pay a $10 late fee.

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Psychology 320 and 320L: Psychological Statistics  
Spring Semester 2007

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Office Hours: Mon 11-11:50 AM, Wednesday 11-11:50 AM


Download the SPSS Manual from Instructor’s website.

Pre-requisites for course: Math 140 or equivalent.

There is ONLY ONE grade given for both Lecture and Lab portions of the class. That is, the 320 lecture and 320 lab portions are taken as one FOUR UNIT class. Students are not permitted to take only the lecture portion or only the lab portion of the class. Emails to the instructor concerning one’s grade or grading component will not be answered. The grading components and evaluation are:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage of Final Grade</th>
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</thead>
<tbody>
<tr>
<td>Lab Assignments and possible lab exam</td>
<td>20%</td>
</tr>
<tr>
<td>Midterm Exams (2)</td>
<td>Each worth 16% of the final grade</td>
</tr>
<tr>
<td>Final Exam</td>
<td>36%</td>
</tr>
<tr>
<td>Class Participation &amp; Attendance</td>
<td>8%</td>
</tr>
<tr>
<td>Instructor’s Personal Evaluation</td>
<td>4%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

No Class Meetings on the following dates: March 30th, April 2, 4 and 6.

Exams: There will be two midterms (dates will be announced at a later date) and a final (Wednesday, May 23rd, 2007 10:15 AM to 12:15 PM). Mark your calendars now for the final exam; there will be no early or late exams given for any reason. There are NO makeup exams for missed exams. The midterms are not directly cumulative. The final exam will be cumulative covering all material in the whole course. You may use a hand-held calculator, but not a palm-pilot, ipod or laptop or any electronic device that can store sentences or communicate by infrared or other wireless methods, during the exams. No cell phones are allowed during the exam. Exams will be based on lectures and the textbook. They include multiple choice, short answers and manipulation of data, including calculations. Doing the lab assignments and the exercises in the book (including those not assigned as lab assignments) are the best means of preparation for the exams. Always bring your student photo ID to exams because identification may be checked. For ALL exams, each student is allowed to use his/her complete set of notes. Students during the exam can NOT share notes and calculators. Each student is responsible for bringing his/her own statistical tables. The statistical tables are considered as part of the notes allowed for the test. At the judgement of the reader, any illegible or poorly written or incomplete demonstration of solution on exams will result in no credit for that problem. Not following the rules exactly as given by the instructor on how to do a problem will result in a zero score for that problem. No books are allowed during the exam. No copy of pages from the book (except statistical tables) will be allowed during the exam.

On the week before final exams, each student will choose one of the following 4 grading schemes to determine the final grade. There will be a set due date of Friday, May 11th, 2007 when a students choice must be made. After that date and time, no submissions or revisions will be accepted. No submission of a choice will result in the instructor’s choosing an option for that student. It is guaranteed that the instructor will choose the option yield the LOWEST grade possible for the student.

1. Lab Assignments (20%), Midterm 1 (16%), Midterm 2 (16%), Final (36%), Class Participation and Attendance + Instructor’s Evaluation (12%)
The dropping of an exam and pooling the points into the final is an action intended for those who missed a test or who did failing work on an exam and feels they can improve. Some students in the past have decided to waive their points which have already earned them a “B” grade or a “C” grade in hopes of getting an “A” grade on the final exam and in the course. Such practice is discouraged. Since this is a statistics course, the student only has to do the math to see how many questions he or she would need to get correct on the final exam in order just to make up for the points waived. It is only after that point that gains will be realized. Students need to realize that they may have other finals to take during final exam week and that may affect performance on the final exam in this course.

Letter grades for the entire course (lecture plus lab) will be assigned using the following scheme:

**Grades will be assigned using the following:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong></td>
<td>95 to 100%</td>
</tr>
<tr>
<td><strong>A-</strong></td>
<td>90 to 94%</td>
</tr>
<tr>
<td><strong>B+</strong></td>
<td>88 to 89%</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td>82 to 87%</td>
</tr>
<tr>
<td><strong>B-</strong></td>
<td>78 to 81%</td>
</tr>
<tr>
<td><strong>C+</strong></td>
<td>75 to 77%</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td>68 to 74%</td>
</tr>
<tr>
<td><strong>C-</strong></td>
<td>60 to 67%</td>
</tr>
<tr>
<td><strong>D</strong></td>
<td>50 to 59%</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>less than 50%</td>
</tr>
</tbody>
</table>

**Lab Assignments/Homework:** There are problem sets assigned. Each will be weighted differently depending on complexity. Each student is expected to develop a functional level of competency in using the computer program, SPSS. The assignments are usually given during the Monday lab and are due at the end of the lab period on Wednesday. No late lab assignments/homework will be accepted for any reason. If you are going to miss class when the lab assignment is due, you can have a classmate turn it in for you. However, the instructor is NOT responsible for assignments that are lost. Faxing or E-mailing the lab assignments to the instructor or teaching assistants or psychology department is not allowed. The psychology department staff has been instructed not to accept assignments from you to avoid problems with lost lab assignments. Early submission can be made with the consent of the instructor. The instructor reserves the right to refuse any early submissions. Work that is poorly presented (illegible, light or bad printing, disorganized pages) will result in a score of zero for the entire assignment. Each student is expected to follow the instructions given on each lab assignment. Failure to follow instructions will result in a score of zero for that particular problem. Not following the rules given by the instructor on how to do a problem will result in a zero score for that problem.

The lab assignments are meant to give you practice at mastering the material. Because the work is being graded for how much of it you attempted and completed, the decision as to how "done" is done will be left to the reader. Answers that suggest you did not thoroughly attempt the homework, such as answering simply "yes" or "no" to complicated questions or answering most questions in a way that indicates you did not study the chapter, will not be considered "done." You must show all your work.

A final exam for the lab portion of the course may be given during the last week of classes (NOT during FINAL EXAM WEEK). The student will be given one lab problem and asked to setup the problem in SPSS and run the appropriate data analysis for the problem and print out the setup and results. Each student will have 20 minutes to complete this performance exam. Grading will be done on an all of none basis. Each student will be permitted to have a copy of the downloaded SPSS manual.
are responsible for following the guidelines below. The reader is allowed to mark your work as not done if he or she cannot find it. Be sure you get the credit you deserve for your assignments.

1. **Your pages must be stapled**. Don't trust someone else to keep your pages together. Forget paper clips, tape, folds, gum, and rubber bands. These do not work.

2. In the upper right corner of every page put
   a. Your full name
   b. Your lab time (e.g. MW 11 AM)
   c. Your student ID number

3. On the first page in the upper left corner, put the number of the assignment and the date you turned it in.

4. Clearly number problems using Chapter/Problem numbers in the book

5. Do the problems in the order assigned. The reader will not go looking for them.

6. Write clearly. You want the reader to know that you completed the work. If your writing is illegible, that may be hard to determine. Messy work (multiple cross outs, writing on the edge of the paper, etc.) in the judgement of the reader will not be read and a zero grade will be issued. Print if you have to. Rewrite your assignment if there are too many cross outs, etc.

Any assignment submitted without the information given in points 2, 3, 4 and 5, above will result in a heavy deduction of points (50%).

**Missed exams**: By definition, emergencies beyond a student's control are rare events. There will be no make-up midterm exams given. If you do not take both midterms, then you should elect to compute your grade using option 4 given above. If you miss one of the midterms, options 2 or 3 should be chosen to compute your grade. However, if for unavoidable and exceptional reasons you are unable to take the final exam, a make-up final examination is given only when circumstances beyond a student's control make it impossible to take the final. Students will be required to provide written documentation of the reason why the final exam was not taken. Make-up final exams are written individually for the student and may have a different format than the regular exam. Having too many finals on one day is not a legitimate reason for requesting a makeup final exam. Your request will be refused.

**Grade appeals**: If you believe that a mistake has been made in grading your exam, write a note describing the error, attach it to the original exam, and give it to the instructor. You have 5 working days to do this starting from the day that the midterms are returned to the students. If you do not attend class, you will have to obtain your midterm from your instructor during the instructor's office hours. If you are ill or have some other circumstance that will prevent you from complying with this 5-day requirement, you need to discuss this with your instructor before or during this five-day period in order to make alternative arrangements. Appeals after 5 working days will not be considered. Please be advised that the multiple-choice portion of the exam is commonly copied before returning them to you and will compare the two when considering your appeal. If you have a concern about the lab assignment grading, you must bring this to the attention of your instructor the day your assignment is returned to you in the lab section. Because grading of the lab assignment is very straightforward, most difficulties arise due to failure to follow the guidelines for homework preparation given above. If that is so, the appeal will be denied. But sometimes, mistakes are made

**Incompletes**: In the event you miss the final exam, you must meet the following criteria before I can give you an Incomplete: (1) your work must be of passing quality throughout the course, e.g., your homework and midterms are passing work (D grade or higher on a percentage basis). If you have not taken any of the regular exams or done any of the lab assignments you are NOT considered to be passing the class. (2) Missing the exam was due to an emergency beyond your control that you have documented to my satisfaction, and (3) you contacted me on or before the day of the final to arrange a conference. Please be aware that the instructor will NOT be around during the summer or winter break so no make-up final exams will be given during that period of time. Students who are granted an incomplete will have two semesters following this semester in order to makeup the incomplete. The instructor will not approve any extension regardless of the reason.

**Tentative Order of Topics to be covered:**

Normal Curve
Midterm 1 will tentatively cover Normal Curve through Interpretative Aspects of Correlation and Regression.

Midterm 2 will tentatively cover The Basis of Statistical Inference through One Way ANOVA.

The final exam is cumulative, covering all of the topics, with more emphasis on the Two-way ANOVA, Chi-Square and Nonparametric Statistics.

Cell phones and pagers: Students are asked to turn off their cell phones and their pagers during class time. Failure to do so may result in interrupting the class. If this situation occurs, the student responsible will be penalized at least one point for each occurrence in terms of class participation and attendance component of the grade. If the student is unidentifiable, every student in the proximity of the cell phone noise will be penalized 1 point.

Class Attendance and Participation: Eight percent of each student’s grade is available for the student who attends class regularly without causing anguish and difficulties for the instructor and other students. Attendance will be taken on an irregular basis. If no response from the student is given at the time attendance is taken, 1 point will be deducted from this component of the grade. Disruptions caused by the student during class time will also result in a deduction. Attendance is taken when assignments and exams are returned to the student. The Instructor’s personal evaluation (4 percent of the final grade) of each student is a totally subjective assessment by the instructor of each student. Any student missing the final exam (except those with a legitimate incomplete; see above) will receive zero points for class participation and attendance and the instructors personal evaluation.

IMPORTANT: Students are to bring their textbook to both lecture and lab. Some of the lab assignments will be problems taken from the textbook. The instructor will refer to formulas, examples and statistical tables given in the textbook.

Some important rules to maximize your grade in the class.

Basic Rules for the Class

1. Attend ALL lectures and scheduled lab meetings. Attendance will be taken on an irregular basis.
2. Follow Instructor’s Instructions Exactly
3. There is NO creativity in this course. Do NOT make up your own rules. This is a statistics course and not an art class. The instructor gives specific rules that you need to follow. Failure to do so will result in a zero score for the lab assignment and exams. This will be enforced strictly this semester.
4. Where appropriate or asked, show ALL meaningful steps in your computations. Meaningful steps that are left out will result in no credit given. For example, in computing the Centile Rank, if the formula is left off, you will receive no credit. If you present your final answer of a scaled score without showing clearly the decimal answer and the rounding used, you will receive no credit.
5. You must have a calculator capable of doing statistical computations quickly. Such calculators are available for $9 or less at various places. DO NOT BUY a calculator from Staples! They are way overpriced! DO NOT buy Phillips products, they are NOT reliable and most likely fail to operate properly at crucial times. Ones by TI and Casio are fine. These calculators have special function keys to compute the mean and standard deviation. Each student is expected to know how to access these special functions on her/his calculator. The instructor or teaching assistant is NOT responsible for teaching a student how to operate his/her calculator.

Rules for Hand Computations. Violation of any of these rules when doing hand computations will result in no credit given.

1. Your answer must agree exactly with the one computed or arrived at by the instructor. Inability to do so will definitely result in points deducted.

2. Carry three (3) decimal places for ALL of your computations. Exercise rounding rules ONLY at the end of the computational problem. Failure to do so will result in no credit given for the question/problem regardless of whether you arrived at the solution that agrees with the instructor’s.

3. For centiles (or percentiles), CEEB, deviation IQ, and McCall T-score scaled scores, the final answer is expressed as an integer (whole number; no fractions). At the end of the computation for these scaled scores, round to the nearest whole number (no decimals). Failure to round these to whole numbers will result in no credit given. Inadequate demonstration of rounding will also result in no credit given.

4. Centiles (or percentiles) are RANKS. Even though they are interpreted in terms of percentages, they are NOT percentages. Do NOT attach a percentage sign to a centile, percentile, centile rank or a percentile rank.

5. Z-scores, or standard scores are computed using numbers that are carried to 3 decimal places. They are reported to 2 decimal places. So if you need to report a Z-score, round it to 2 decimal places. However, if a Z-score is used in an intermediate step to arrive at another statistic, such as a scaled score, keep it at 3 decimal places.

6. For final answers involving percentages, they are reported as is. Do not round them to a whole number. A percentage symbol is attached to these.

7. For correlations and regression equations, 3 decimals are also carried in all computations. Correlations and regression coefficients are reported as a final answer to 2 decimal places. However, if the correlation and/or regression coefficients are used in the computation of another statistic, they must be used with 3 decimal places. If correlations and regressions, as a final answer, are not reported and rounded to 2 decimal places, no credit will be given.

8. If the problem requires you to compute a quantity that is generally reported as a whole number, such as the number of cases, or a predicted test score, these are rounded and reported as whole integer numbers.

9. The formula used to compute the standard deviation for this course will be

\[ S = \sqrt{\frac{\sum (X - M)^2}{n-1}} = \sqrt{\frac{n \sum X^2 - (\sum X)^2}{n(n-1)}} \]

It is assumed that each student in the course have successfully completed the pre-requisite course and familiar with using formulas such as these. Failure to use these formulas or use these formulas correctly will result in no credit.

If you are unable to comply with these important rules, drop this course immediately and take it from someone else where these rules are NOT important to them. Reminder: Friday, February 16 of the 3\textsuperscript{rd} week is the last day to drop the course without instructor’s approval. I will not sign any drop sheets after that deadline unless the reason is well documented; is within the rules of the university and meets with my approval.